

## **MEETING MINUTES**

**Board: International Academy of Smyrna Governing Board**

**Board Meeting:**

**School(s):** International Academy of Smyrna

*The minutes of International Academy of Smyrna meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.*

<b>Date:</b>	<b>Start</b>	<b>End</b>	<b>Next Meeting:</b>	<b>Next time:</b>	<b>Prepared by:</b>
12/05/17	6:45pm		1/16/17	6:45pm	Marie Davis
<b>Meeting Location:</b>					

<b>Attended by:</b>	
Cornell Longino Zach Berman Nana Boone Marie Davis Kari Schrock Chad Mote Grant Coleman	Lyn Carden - Phone Milestone Tutoring- Marcus and Camron Macon
<b>Highlights:</b>	

Pam Spalla- Absent

### **CALL TO ORDER**

The meeting commenced at 7:05pm

#### **I. Administrative Functions**

- Approval of Agenda
  - Motion to approve Agenda- Zach Berman, 2nd Grant Coleman
- Approval of Minutes
  - Motion to accept the Meeting Minutes from 11/13- Zach Berman, 2nd Grant Coleman

#### **II. Public Comment**

- No public comments

#### **III. Milestone Tutoring**

- Presented the Academic Enrichment Tutoring Program
  - i. Purpose: Offer a positive learning environment with students to build skills and confidence in order to improve their learning and demonstrate mastery on the GA Milestones
  - ii. Target Audience- Students who are close to the passing mark but have failed the GA Milestones
  - iii. Program Structure- Run in conjunction with after school program, parallel curriculum to the classroom, small homogenous tutoring groups, 1:4 student ratio

- iv. Program Cost- Administrative Cost...TBD/ Background Checks, Printing Materials
- v. Discussion of possible partnership with Elite Scholars as an initial means of introduction of this program to the school

#### IV. School Related Reports

- Ideal amount of study time a student should participate in Moby Max work for the maximum scholastic benefit
  - i. Conversations at grade levels are pushing and promoting the use of Moby Max
- Draft of state testing schedule
  - i. With expedited meeting schedule, no drafts to share. Upcoming meeting with Tony Eitel and Katrina Brinker. Draft is due to the state in January.
  - ii. Identifying bubble students (students on the brink of moving from one level to the next), monitoring the data consistently throughout the year will allow us insight going into April to put remedial programs in place to ensure that the students are ready if eligible for retest (Level 1s).
  - iii. Exploring both paper and electronic testing strategies
- Review of student survey
  - i. Not quantifiable data, shared the student and teacher results with individual teachers to allow them the ability to review feedback from all forums...from that exercise, a personal reflection was completed.
- PTA report
  - i. Executive Board meeting next Thursday

#### V. Financial Reports

- Monthly Financial Reports
  - i. Adjustment for student count has been unofficially communicated to begin 12/17
  - ii. Will view the budget going forward by reviewing the actuals through each month vs the forecasted budget for the remainder of the year
- Finance Committee report
  - i. Proposed budget adjustment based upon FTE count
    - Financial committee will come to the board next month with a proposed budget to account for the adjustment to be voted on next month
  - ii. Accounting report transition from cash based to accrual
  - iii. Complete enrollment recommendations from academic committee based upon budget

#### VI. Committee Reports

- Academic Committee
  - i. Meeting scheduled next week
- Governance Committee
  - i. Weather related closings policy report
    - 1. Not much else to present as we agreed to the change in wording last board meeting "Decisions for makeup days shall be made by the next board meeting and communicated to all pertinent parties within 7 business days of the decision."
      - a. Motion to accept the revised language- Nana Boone, 2<sup>nd</sup> Zach Berman- Accepted unanimously
  - ii. Board required training policy
    - 1. Tabled for the board to discuss again
    - 2. The purpose of the training is to ensure that the board has the tools required to add value to the work of the board throughout the year
    - 3. Need to make adjustments to the policy that reflects May 31<sup>st</sup> as the cut-off for training to be completed by all board members. A board member who fails to complete this training will not be able to serve in the following year.
      - a. Motion to vote- Marie Davis, 2<sup>nd</sup> Nana Boone - Accepted unanimously
  - iii. Report on bylaws review
- Operations Committee
  - i. Report on contact with fund raising organization
    - 1. Called Scott today and awaiting feedback
      - a. Expectation is to re-engage and set proper expectation on what is needed

**VII. Old Business- Proposed to push to the Jan meeting as we are not prepared to vote this evening**

- Organization chart - review
- McKinney Vento law – review and vote
- Child Find - review
- Updated language of professional qualification - review

**VIII. New Business**

- The SCSC site monitoring response letter and action plan
  - i. Copy of the SCSC letter shared with the board on 11/14
  - ii. By 12/12, the school will provide to the commission an action plan to correct the findings and the school will also add the correction of all recommendations
- Policy- Seclusion and Restraint
  - i. Policy defines restraint and all conditions required
  - ii. Motion that the board accepts the Seclusion and Restraint policy- Zach Berman, 2<sup>nd</sup> Marie Davis, unanimously approved
- Policy- Employee Waiver for Student Discipline Hearing
  - i. Motion that the board accepts the Employee Waiver for Disciplinary Hearing policy- Marie Davis, 2<sup>nd</sup>- Grant Coleman, unanimously approved
- Policy- Disposition of Equipment
  - i. With receipt of Title funds, policy needs to clearly define the guidelines of all equipment that is purchased and disposal of all equipment when appropriate
  - ii. Motion that the board accepts the Disposition of Equipment policy- Nana Boone, 2<sup>nd</sup> Zach Berman, unanimously approved
- Policy- Management of Inventory
  - i. Motion that the board accepts the Management of Inventory policy- Marie Davis, 2<sup>nd</sup> Zach Berman, unanimously approved

**IX.** Motion to adjourn to executive session- Nana Boone, 2<sup>nd</sup> Grant Coleman

**X. Executive Session**

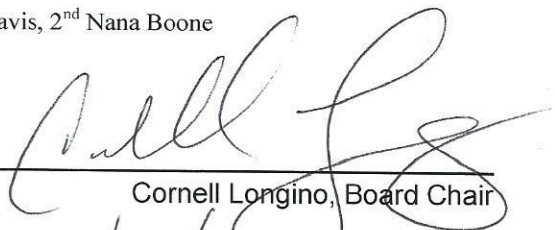
- Personnel
  - i. Motion to Adjourn from executive session- Nana Boone, 2<sup>nd</sup> Zach Berman

**XI. OPEN FORUM**

**Next Meeting Date – 1/16/17 6:45**

**Adjournment**

- Motion to adjourn – 9:46pm EST Motion Marie Davis, 2<sup>nd</sup> Nana Boone

  
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Cornell Longino, Board Chair  
Date: 1/23/18